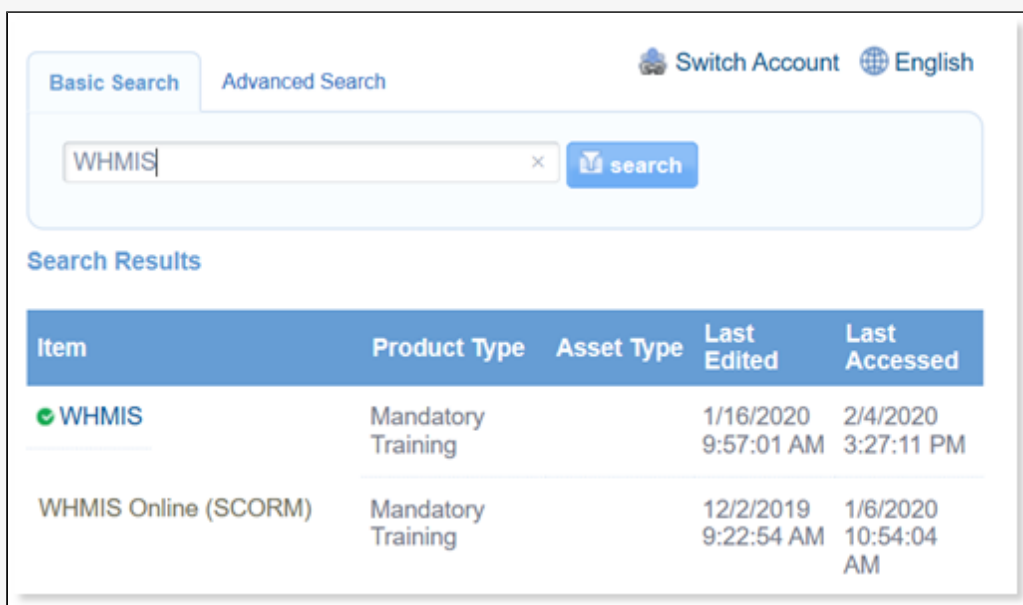


# Search

Some systems will have the option to toggle from a Basic to an Advanced Search. Search highlights the term you entered to assist in identifying your results.

1. Select **Search** from the top of the page.
2. Enter a term to find any course or other learning materials you are enrolled to.
3. Select a search result. The search results are links that to go directly to the item.

An example of Basic Search.



The screenshot shows a search interface with two tabs: 'Basic Search' (selected) and 'Advanced Search'. In the top right corner, there are links for 'Switch Account' and 'English'. The search input field contains the text 'WHMIS' and a 'search' button. Below the search bar, the 'Search Results' section displays a table with the following data:

Item	Product Type	Asset Type	Last Edited	Last Accessed
<a href="#">WHMIS</a>	Mandatory Training		1/16/2020 9:57:01 AM	2/4/2020 3:27:11 PM
<a href="#">WHMIS Online (SCORM)</a>	Mandatory Training		12/2/2019 9:22:54 AM	1/6/2020 10:54:04 AM

## Advanced Search

Advanced Search includes filters to help you narrow down the results.

1. Select one or more filters from the **Add Filters** list.
2. Enter or select criteria for each filter that you selected.
3. Use the x next to an added filter to remove it.

4. Select the **Search** button.
5. Select **Reset** to clear all filters.

An example of advanced search using four of the available filters.

The screenshot shows an advanced search interface with the following elements:

- Navigation tabs: **Basic Search** and **Advanced Search** (selected).
- Account and Language: **Switch Account** and **English**.
- Search Fields (all with red 'x' icons):
  - Product Name**
  - Asset Content**
  - Product Name**
  - Asset Content**
- Add Search Filters** panel (with green plus icons):
  - Product Name
  - Asset Name
  - Product Type
  - Asset Type
  - Category
  - Product Content
- Buttons: **search** (blue) and **reset** (orange).

## Advanced Search Filter Options

Advanced search filters include:

- Product Name
- Product Introduction
- Product Type (drop-down listing types)
- Asset Name
- Asset Content
- Asset Type
- Date Created Date Range (Not Visible to Participant Account Types)

- Date Edited Date Range
- Last Accessed Date Range (Not Visible to Participant Account Types or Site Manager Account Types)